

CHAPTER 8

THE SHIPBOARD LIBRARY

One of the main purposes of the Command Religious Program is to maintain the morale of command personnel. Shipboard libraries, which are maintained by RPs, are a very important factor in this effort. Shipboard libraries may range in size from a small paperback book collection aboard a minesweeper to a 10,000 volume library collection aboard a giant nuclear powered aircraft carrier.

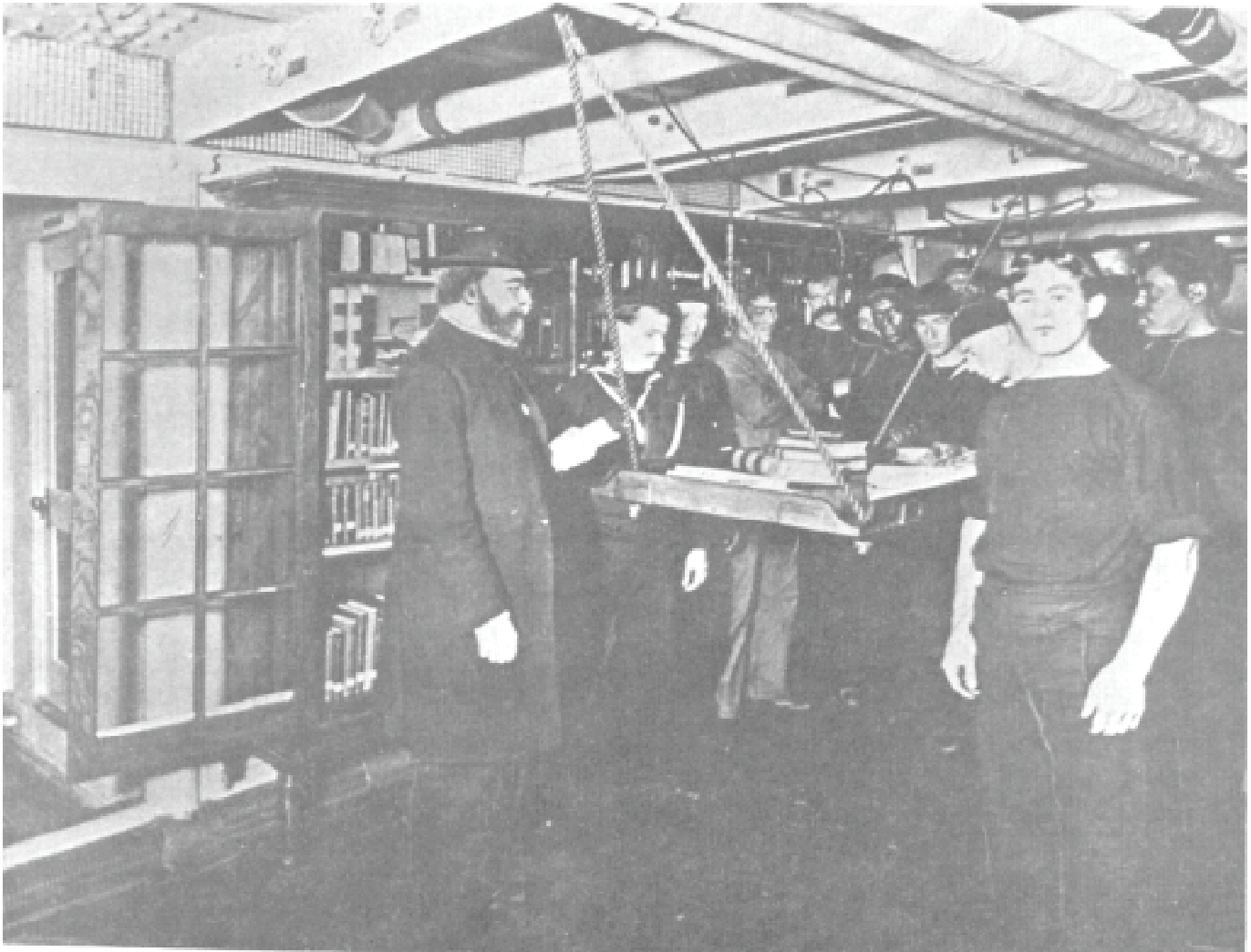
The Navy's General Library Program, under the control of the Chief of Naval Education and Training (CNET), provides approximately 650 afloat and ashore libraries with an inventory of more than 2-1 /2 million books. The first ship's library was placed aboard the warship USS *Franklin* in 1821. This venture was initiated by Mr. William Wood, a New York philanthropist. Just before the *Franklin*, under the command of Commodore Charles Stewart, sailed for a 3-year cruise of the Pacific, Mr. Wood, with the permission of the Commodore, addressed the crew on the subject of a "Seaman's Library." Mr. Wood's remarks were enthusiastically received by the crew and the officers and crew immediately subscribed approximately \$800. With this money, 1,500 books were selected and procured by Mr. Wood who later performed a similar service for the *United States* and the *Erie*. The Commodore promptly set aside a compartment aboard the *Franklin* as a library and appointed a librarian. Upon the return of the ship, the books that remained from the *Franklin's* collection became the nucleus of the Seaman's Library at the Brooklyn Navy Yard.

The shipboard libraries of that era were among the first projects sponsored by Navy chaplains to improve the social and moral condition of naval personnel. Similarly, the

promotion of learning was among one of the chaplain's earliest collateral duties. One chaplain serving aboard a ship during this period wrote of "forty men aboard who could read (only) poorly or not at all." Concerning this situation, the same chaplain wrote: "To remedy in some degree this gross neglect, several of us obtained such books as we were able to get, and, at Gibraltar, we purchased for the crew, at their request and at their own expense, schoolbooks, such as geographies, grammars, arithmetics, etc., to the value of \$100. Thus, were many of them furnished with the means of improving their minds; and, so important is the influence of books in making seamen peaceful, contented, and happy, that it would be a good policy on the part of our government to furnish every ship of war with a well-selected and appropriate library for the use of the crew. Some of our larger ships have had libraries of several hundred volumes purchased by the men on board, and great good has resulted from them; but, from having no system on the subject, the books have been disposed of at auction, or by lot, at the end of a cruise, or left to mold and waste away at some naval depot, instead of being carefully preserved and transferred to some other ship, where they might be useful."

Since 1828, when the Navy assumed official responsibility for the provision of shipboard libraries from appropriated funds, the Navy's General Library Program has been an essential element in meeting the educational, information, communication, professional, and recreational needs of commands and of individual personnel.

Figure 8-1 shows education and training around 1898. Note the distinctive garb worn by a



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Figure 8-1.— Shipboard library on USS MASSACHUSETTS in 1898.

chaplain of that era. Chaplains were instrumental in the establishment of the Navy's first shipboard libraries. Contrast the view of the shipboard general library found on USS *Massachusetts* in 1898 with that found on board a modern warship of today's Navy (see figure 8-2). Despite their differences, the purpose of the shipboard library of yesteryear and today remain very much the same.

Shore libraries were added as wooden ships gave way to steel ships which required an extensive shore establishment. During and since World War I, the General Library Program has been professionally directed. Naval regional librarians are stationed at major fleet activities

to assist in the development and maintenance of ship and shore libraries.

The primary mission of naval general libraries afloat is to assemble, organize, preserve, and make easily available to all naval personnel afloat balanced, unbiased, and uncensored collections of library materials, print and nonprint, and accompanying library services specifically adapted to the interests and requirements of naval personnel and to the missions and tasks of commands so that naval personnel may:

- Educate themselves continuously



Figure 8-2.— A modern shipboard library of today.

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- Keep pace with progress in all fields of knowledge
- Become better members of home and community
- Discharge political and social obligations
- Develop their creative and spiritual capacities
- Appreciate and enjoy works of art and literature
- Make use of leisure time in ways that will promote personal and social well-being

- Develop an esprit de corps in the naval service

To achieve these ends, a central staff office is maintained for the Navy's General Library Program to guide and support naval general libraries afloat. Other satellite offices are staffed by naval regional librarians.

ORGANIZATION AND RESPONSIBILITIES WITHIN THE NAVY'S GENERAL LIBRARY PROGRAM

Religious Program Specialists (RPs) normally provide library service on board aircraft

carriers and other deep draft vessels to which they are assigned. Religious Program Specialists who are assigned to ship squadrons may also be called upon to provide advice and assistance to the library officers of ships in their squadron. In order to provide library services afloat, it is necessary for the Religious Program Specialist to acquire a basic understanding of overall library support responsibilities of the Chief of Naval Education and Training (CNET), of the library support functions of the Naval Education and Training Program Development Center (NETPDC), and of the technical guidance and assistance functions of naval regional librarians who are on the staffs of the Naval Education and Training Support Centers, Atlantic and Pacific. Additionally, the RP must understand the responsibilities of the commanding officer for general libraries afloat. Each of these areas is discussed in the following paragraphs.

CHIEF OF NAVAL EDUCATION AND TRAINING

The Chief of Naval Operations (OP-01) serves as Navy resource sponsor for the Navy's General Library Program. Under the Chief of Naval Operations, the Chief of Naval Education and Training (CNET) has overall operational responsibility for the General Library Program. CNET establishes and promulgates policies and requires reports which are needed for the successful management of the library program and its resources.

The Chief of Naval Education and Training provides technical direction of the General Library Program and develops and establishes standards, criteria, and procedures required for general library facilities, collections, operations, and services. CNET also provides administrative and technical guidance to ashore and afloat commands maintaining general libraries. CNET also provides administrative and technical guidance to commands having responsibilities related to the general funding, equipping, or staffing of general library facilities. These libraries may be operated as in-house or as contract activities.

Professional library services provided by CNET include:

- Management studies to plan, evaluate, and develop the General Library Program.
- Liaison with services, commands, departments, and offices in and out of the Navy, DOD, and Federal Government on library matters.
- Advice and counsel on general library administrative and management elements such as budgets, staffing, facilities, collection development, public relations, and public services.
- Arranging and participating in workshops, conferences, seminars, and other training programs for library personnel.
- Collecting and evaluating data on general libraries and applying results in planning, budgeting, policy formulation, and in developing standards and criteria.

NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER

The Commanding Officer, Naval Education and Training Program Development Center (NETPDC), centrally budgets for and supports Navy general libraries through the selection, procurement, and regular distribution of newly published books and other materials, print and nonprint, normal to general library collections and services. NETPDC serves as inventory manager for library materials in the Navy's General Library Program, and directs and coordinates within the naval service the redistribution of collections, furnishings, and equipment of libraries being consolidated or closed. Library personnel, facilities, equipment, furnishings, supplies, bindings, and library materials not available from NETPDC are provided by activity commanders. Facility needs of general libraries must be accommodated in military construction and ship construction planning and budgeting and in habitability improvement plans. Commissioning libraries for new and converted ships are provided by NETPDC. Their

costs are met from funds budgeted for the outfitting of ships.

Professional library services provided by NETPDC include:

- Review, selection, and procurement of new books to be distributed to general libraries.
- Development and justification of requests for funds to centrally support Navy general libraries.
- Preparation and distribution of professional information such as newsletters, bibliographies, and publicity items.
- Directing the distribution and redistribution of library materials and equipment within the general library system.
- Designing and assuring the availability in stock of forms and publications useful in library operations.

NAVAL REGIONAL LIBRARIANS

Regional guidance and coordination of the Navy's General Library Program is provided by the staffs of the naval regional librarians. The naval regional librarians are field library representatives and liaison agents on library matters for CNET. Naval regional librarians are assigned to the staffs of Naval Education and Training Support Centers and have library responsibility for service to geographical areas as follows:

- Naval Regional Librarian, Groton, CT:

Maine, New Hampshire, Connecticut, Rhode Island, Illinois, Pennsylvania, New Jersey, Indiana, Delaware, Newfoundland, Iceland, Bermuda, Azores, United Kingdom, all Europe, Crete, and Middle East.

- Naval Regional Librarian, Norfolk, VA:

Virginia, West Virginia, Maryland, North Carolina, Naval District, Washington, DC, Cuba.

- Naval Regional Librarian, Charleston, SC:

Georgia, South Carolina, Florida, Mississippi, Louisiana, Texas, Tennessee, Puerto Rico, Bahamas, West Indies, Virgin and other Caribbean Islands, Panama.

- Naval Regional Librarian, San Diego, CA:

California South of Big Sur, Arizona.

- Naval Regional Librarian, San Francisco, CA:

California, Big Sur and Lemoore North, and Oregon, Washington, Nevada, Alaska.

- Naval Regional Librarian, Pearl Harbor, HI:

Hawaii, Midway, Marianas, Philippines, Japan, Okinawa, Taiwan, Korea, Australia, New Zealand, and all other Pacific, Indian Ocean, and Asian locations.

Services Provided

Naval regional librarians plan and implement programs to organize, maintain, evaluate, and improve general library services and resources for all fleet and shore-based activities within the assigned region. They provide advice and professional assistance to type commanders, commanding officers and their staffs, afloat and ashore, on library materials, personnel, facilities and space utilization, equipment, budgets, public relations, readers' and reference services, and programs.

Naval regional librarians furnish professional leadership and library coordination on a regional basis through consultation, correspondence, and interpretation of library guidelines. They also conduct technical support visits to all shipboard libraries. Visits are usually conducted prior to deployment or at least once a year. They also conduct frequent training sessions for shipboard library personnel and interpret for commanding officers and commanders of staffs the general policies and

procedures pertaining to shipboard library operations.

COMMAND RESPONSIBILITY AFLOAT

Library staffing, facilities, equipment, furniture, binding, materials, supplies, library materials not available from CNET, and administrative support, including library staff travel and training, are provided by commanding officers of afloat activities. Higher echelons of command have the same responsibilities for the proper administration of naval general libraries afloat as they have for all elements of their commands.

Facilities

Facility needs of general libraries afloat must be met in ship construction (SCN) planning and budgeting, and habitability improvement plans for personnel support facilities. Commanding officers of Navy afloat activities, in coordination with CNET, are responsible for expanding shipboard general library collections and facilities as required to support the Navy Campus (NC). (See OPNAVINST 1500.45 A.)

Delegation of Responsibility for Shipboard Libraries

Commanding officers may delegate staff responsibilities for the General Library Program as a collateral duty. This library officer duty may be assigned to either a Religious Program Specialist, a chaplain, or another qualified person.

Regulatory Instructions for Shipboard Libraries

Commanding officers issue local library directives and require reports of library activities which are deemed appropriate to ensure the best use of library facilities, materials, and services. The following points should be covered in all library directives:

- The location of the library, the days and hours of operation, and telephone numbers.

- Personnel authorized to use the library and requirements for establishing borrower identification.

- Rules for the loan of library materials, including the length of the loan periods, number of books loaned to individuals at one time, etc. Rules for interlibrary loan service, if provided,

- Overdue notice procedures and action to be taken to ensure the return of library materials within the time period specified.

- Policy on reimbursement procedures for library materials lost, damaged, or destroyed.

- Policy on use of music rooms, audiovisual materials and equipment in a shipboard library compartment, where applicable.

- Other matters such as appropriate dress, behavior, etc., may be included.

Assistance and Guidance Visits

In addition to regularly scheduled professional assistance visits, from the naval regional librarians, commanding officers may request interim visits when needs arise. Afloat commands should request visits approximately 120 days prior to extended deployments.

SHIPBOARD GENERAL LIBRARY ORGANIZATION AND RESPONSIBILITIES

The Religious Program Specialist must understand how the general library afloat is organized, staffed, operated, and maintained in order to provide quality library service afloat. The provision of quality library service will do much to enhance and maintain the morale of personnel afloat. Providing this type of library service will require that the RP have a fundamental understanding of each of the following areas:

- Staffing the shipboard library

- Training of shipboard library personnel

- Commissioning shipboard library collections
- Acquiring additional shipboard library material
- Controlling shipboard library material
- Simplified processing procedures for shipboard library material
- Simplified circulation procedures for shipboard library material
- Interlibrary loan policies
- Resource management for shipboard libraries
- Shipboard library facilities
- Shipboard library supplies and equipment
- Funding for shipboard libraries
- Technical support visits
- Predeployment scheduling

Each of these areas is discussed in the following paragraphs.

THE SHIPBOARD LIBRARY OFFICER

Aboard ship, the commanding officer is responsible for the maintenance and operation of the command's General Library Program. In most instances, the commanding officer will delegate the functions of library officer to a qualified person within the command as a collateral duty. These functions include organizing, planning, and administering the shipboard library. The duty of shipboard library officer can be performed by warrant, commissioned warrant, chief petty officer (CPO), or in some instances, by highly motivated and qualified petty officer (PO) personnel. Aboard deep-draft vessels, Religious Program Specialist (RP) personnel maintain the shipboard library and senior RP personnel may be assigned the duty of shipboard library officer by virtue of their library experience and the library training which they have received. The basic functions, duties, responsibilities, authority, and organizational relationships of the library officer are specified in OPNAVINST 3120.32, Article 305.9, *Standard Organization and Regulations of the*

U.S. Navy. These duties require the library officer to:

- Assure training of and assign library tasks to enlisted personnel who have been assigned to the unit's library by the administrative assistant. Where assigned, Religious Program Specialists (RPs) normally maintain shipboard general libraries.

- Receive monthly shipments of books from the Naval Education and Training Program Development Center (NAVEDTRAPRO-DEVCEN) via the Naval Supply Center, Norfolk (NSC Norva). Note any discrepancies and take necessary actions to resolve them,

- Supervise the processing, cataloging, and circulating of all library books and material in accordance with recommended procedures. Maintain inventory records of additions to and withdrawals from library collections.

- Review the content of the library's collections of materials (books, magazines, sound recordings, etc.) and take action to dispose of unneeded or damaged materials and to acquire additional materials. See to the provision of necessary supplies, equipment, and furnishings and to their installation, upkeep, and repair.

- Recommend library rules and procedures regarding the hours of service, lending of books, and so forth to encourage greater use of the library. Assure that the Command's library directive (5070 series) is current and comprehensive.

- Supervise the overall library operation, assume accountability for all library materials and furnishings, and carry out general library policies and procedures established for library operations and maintenance. Submit recommended changes in policy through channels for approval.

- Ensure that the library facility/space is well-lighted, 'quiet, attractive, clean, and comfortable with. adequate provision for shelving, library use and reading, catalogs of materials, and staff work.

- Publicize library services and collections and otherwise work to increase library use. Maintain liaison with other offices and programs such as education, drug and alcohol

abuse, overseas diplomacy, et. al., to coordinate library collection development and services.

- Maintain substantive contact with the Naval Regional Librarian for the unit and arrange for periodic visits by the Naval Regional Librarian to the unit's library particularly on return to home port following extended deployment.

The library officer reports to the executive officer regarding matters pertaining to the administration of the library and the crew's reception room. Personnel assigned to the library and crew's reception room report to the library officer. The size of the general library staff is determined by the population served. Guidelines are given in the staffing tables for shipboard libraries in the OPNAVINST 5310.6 series.

Shipboard Library Attendants

Ship libraries are staffed in a variety of ways, such as assigned duty station, assigned watches, paid library attendants (when the appropriate fleet commander in chief has granted a waiver to the ship), and volunteers. Junior RPs and library attendants perform library duties and carry out library procedures under the supervision of the library officer who provides, or arranges with a regional librarian, for the necessary indoctrination and training. The library duties of junior RPs and library attendants include:

- Keeping the library and its collection physically clean and neat.

- Checking books, periodicals, and other materials in and out of the library and maintaining the necessary files and statistical records.

- Preparing overdue notices and following up on missing books.

- Processing books received, maintaining the shelf-list and card catalog, and conducting inventories as required.

- Securing the library space after operating hours, taking necessary precautions to protect the library against fire, water, and damage in heavy weather.

- Advising readers as to the use of the card catalog and other files and facilities.

- Recording and informing the library officer in regard to requests made for particular books and periodicals which are not available in the collection, and of shortages and needs for library supplies and equipment.

- Maintaining order in the library and reporting unacceptable conduct to the library officer.

- Seeing to the maintenance of equipment and training operators to use them.

Training

CNET assists in the training of library officers and attendants through workshops conducted by naval regional librarians, through publications, through onboard visits and consultations, and through the provision of training aids. Use of CNET services and training materials is a vital facet of library officer and attendant training. Considerable personal effort will still be required, however, to reach and maintain a satisfactory level of competence in library science. These efforts might include visits to Navy and other general libraries ashore to observe facilities and operations; visits to other ship libraries; enrollment in courses in library science, particularly courses in library reference book selections and technical processes; and self-study through such means as reading and attendance at library meetings.

General Library Program training films are provided for orientation and training. The following General Library Program training films are available for loan from: regional librarians at Groton, Charleston, Pearl Harbor, and San Francisco; Training Aids Film Library, Yokosuka; Fleet Aviation Specialized Operational Training Group, Atlantic Det., Roosevelt Roads; Training Aids Library, Guam; and Training Aids Film Library, Subic Bay.

"The Library Assistant" (MN-10922A)—is useful for training library assistants in shipboard and small libraries ashore in the technical processes of general libraries and to brief commands on functions of general libraries.

Format: 16mm sound-color

Running time: 19 minutes

"The Naval General Library Program—Organization and Operation" (MN-10922B)—informs library officers and library personnel about the organization, operation, and support of the General Library Program and gives an overview of the program for commanders and staff at all levels.

Format: 16mm sound-color

Running time: 25 minutes

Library Attendant's Training Package (NAVEDTRA 7000)—is an inservice training program adapted for self-study. It is designed to assist in training library aides and library attendants in correctional centers and facilities but it is useful in training those responsible for shipboard libraries. The package includes sound cassettes, color slides and holders, printed materials, a sound/slide projector, and earphones. The training package is available for loan from naval regional librarians.

COMMISSIONING SHIPBOARD LIBRARY COLLECTIONS

Religious Program Specialists must understand how shipboard library collections are established. General libraries afloat are permanent facilities established at the time of commissioning. The optimum number of general libraries and collections required to satisfy the library needs of naval personnel is maintained. The establishment or disestablishment of library collections unrelated to official changes in the Naval Establishment must be approved by CNET prior to implementation.

Ships

General libraries are located and maintained aboard each ship in commission, aboard reserve force ships electing to maintain a library, and aboard military sealift command ships for use of assigned naval contingents. Commissioning library collections of newly constructed and converted/modernized ships are provided as a scheduled part of outfit supply. The key

elements in the procedure for commissioning library collections are approximately as follows:

Prior to the commissioning date—9 months—NETPDC requests that the outfit supply activity for the ship set aside funds for the library and issue a work request to NETPDC in that amount.

Prior to the commissioning date—6 months—NETPDC selects the books for the collection and authorizes the Naval Supply Center, Norfolk, to issue the collection from the library book stocks.

Prior to the commissioning date—2 to 4 months—Naval Supply Center, Norfolk issues the collection selected. When possible, a regional librarian working with ship's personnel will supervise the processing of the collection—cataloging, classification, and physical preparations. At each critical point, the prospective commanding officer is advised of the action being initiated. Participation with the general library staff at NETPDC in the selection of the collection is encouraged as is early planning for command support of the ship's library,

The Basic Shipboard Collection

The basic collection of books provided is generally based on 1.5 clothbound books per authorized billet. Nonfiction books make up approximately 65% of the total. The type of ship, probable home port, and like factors influence the selection process. The clothbound collection is supplemented by an initial bulk shipment of paperbound books equal to approximately one book per authorized billet with adjustments for smaller ships. Small ships, without an RP in ship's company, generally receive a substantial paperback collection augmented by a selection of standard general and naval science reference books.

If equipment for listening is to be available in the library, sound recording tapes may be ordered as a part of the commissioning library. Ships' personnel select the recordings desired. The nearest naval regional librarian will assist with order procedures. The request is forwarded via official letter to NETPDC.

Commissioning library collections are not issued in whole or in part to precommissioning crews or details.

In the case of reactivated ships, the same procedures apply, except that NETPDC bears the cost of the library.

Acquiring Additional Materials

After commissioning, ship libraries receive materials from various sources using the means which are appropriate to the occasion and requirements.

BOOK DISTRIBUTION.—Distributions of books which are provided by NETPDC are the primary supplement to the ship's library collection. Each month a shipment of paperback books alone, or of clothbound and paperback books, is mailed to each ship in commission from the Naval Supply Center, Norfolk. Distributions of clothbound books include fiction, nonfiction, and reference books. The Naval General Library News Memorandum provides information as to books ordered for future distributions and books actually distributed. Library officers should establish a schedule of anticipated receipts so that necessary followup actions can be taken if book shipments are not received within a reasonable time after the expected date of receipt.

LIBRARY MATERIAL STOCKS.—Any ship's general library collection can and may be augmented from the library material stocks maintained by NETPDC at the Naval Supply Center, Norfolk. Naval regional librarians have copies of the latest fiction and nonfiction stock lists and assist in evaluating present collections and in selecting books to be requested from stock. However, the library officer or the RP is responsible for the preparation of the actual letter request for submission to NETPDC. The timing of stock requests is critical. A minimum of 6 weeks from time of receipt of the request to shipment from the Naval Supply Center, Norfolk is normally required.

When stock lists are not available, stock requests need only identify categories of books needed (mathematics, language, American history, detective stories, paperback books, etc.). General Library Services staff will then

select the appropriate books from stocks on hand or select and procure books for delivery direct to the ship.

SPECIAL PURCHASE REQUESTS.—Books needed in ship libraries which are not available from stock may be requested from NETPDC. If funds are available, and ships' libraries have the highest priority, NETPDC will order the books. Copies of the order with a letter of instruction will be sent to the ship by NETPDC. The books will usually be delivered directly to the ship using a fast pay procedure which eliminates the handling of invoices and other such documents by the RP. It is essential that the RP note all discrepancies between what was ordered, what was received, and what the supplier said was shipped and report them promptly to the supplier, via letter, with a copy to NETPDC.

SOUND RECORDINGS.—Ships having listening equipment in their shipboard libraries may request NETPDC to provide sound recordings in disk, cassette, or cartridge, but not open reel, formats. The selection of recordings and the preparation of requests to NETPDC are carried out by ship personnel. Naval regional librarians have available the latest editions of record catalogs needed for the selection and details regarding order preparation. If funds are available, NETPDC will order the recordings desired using the fast pay procedure previously noted above.

MAGAZINES AND NEWSPAPERS.—Subscriptions require the use of ship's funds. Naval regional librarians can help in selecting magazines and advise as to the best way for the ship to buy subscriptions. The use of multiyear, usually 3-year, subscriptions is recommended.

FILMS.—At most home ports, shore activity general libraries have collections of super 8mm films and shipboard usable projectors. Films and projectors may be borrowed by library officers for use in ship libraries while ships are in port. Ships' personnel should be encouraged to use films in the shore library. This provides a larger selection of films, requires less time and recordkeeping for the RP and other ship library personnel, and allows use of inport periods

to catch up on library work prior to deployments.

CONTROL OF SHIPBOARD LIBRARY MATERIALS

Religious Program Specialists must be aware of procedures used to control shipboard library materials. The control of library materials can be divided into three distinct phases: addition to the inventory, circulation, and removal from the inventory.

Addition to the Inventory

All materials in naval general library collections are property of the U.S. Government, regardless of their source or value. They will be processed into library inventory in accordance with procedures given in Chapter 9 of the *General Library Manual*. Mass market paperbound books are not normally processed into cataloged inventory. However, such books and other materials of the sort remain Federal property and should be stamped with the library property stamp. Paperbound books received as part of monthly clothbound distributions, special distributions, or through special request orders must be fully processed into inventory.

Library books are not plant account property nor are they entered on lists of minor property in use. Inventory records are internal to the library. Each naval general library must maintain a separate General Library Inventory Record (NAVEDTRA 5070/4) sheet for each type of material held and must enter in the record the quantities of materials on hand, added, and dropped from holdings with such notes as may be required for clarity. (See Appendix Ca of the *General Library Manual*.) Shelf lists of various categories of materials must be maintained and must serve as the complete official, detailed inventory record of the current holdings of libraries.

Loss Rates

Library materials are a significant cost item. Losses to shipboard library collections must be held to a minimum. While circumstances must be taken into consideration, excessive losses to inventory in general libraries afloat should be

investigated. Physical inventories of library collections must be taken by the RP at least once every 3 years or when assuming responsibility for a shipboard library.

Circulation

Circulation as a procedure includes all operations, records, and rules for the loan and return of library materials, whether circulated only within the library or outside the library.

Library patron files, or borrower files are maintained by the RP as approved files under the Privacy Act. Information in the files must be used strictly in accordance with the provisions of the Privacy Act. SECNAVINST 5211.5 identifies as approved systems of library patron records Navy system N00028. Persons registering as library users must be advised by the RP of their rights under the Privacy Act.

Overdue Materials

Library directives establish the basic command policy in respect to return of materials under which the library operates. In general,

- First overdue notices should be sent 3 to 5 days after the date materials were due.
- Second notices should be sent 3 to 5 days after the first notice.
- Third notices should be sent 3 to 5 days after the second notice and normally are directed to division officers for action.

Personnel clearing an activity should also clear through the shipboard library.

Fees and Fines

Fees may not be charged for use of naval general libraries. However, fees may be collected for coin-operated copying machines and costs associated with some aspects and varieties of interlibrary loan, particularly requests for photocopies.

Monetary fines or penalties must not be imposed or collected for overdue materials. Disciplinary procedures relating to overdue materials must be those imposed for other

misuse or misappropriation of Government property.

When materials in circulation are lost, damaged, or destroyed by means other than natural disasters and like incidents, persons responsible must replace the lost materials or reimburse the Government for the value of the materials. Payment may be made by check, money order, or through a withhold-from-pay procedure at the option of the individual. Regardless of the method of payment, the money becomes that of the Department of the Treasury, and is not immediately available to replace the materials lost. Money collected by the RP should be turned over promptly to the local disbursing officer for deposit, and should be recorded on a DD Form 1131, "Cash Collection Voucher." Checks should be made payable to the activity to which the library is attached.

Disposition

The RP may withdraw library materials from the active collections of shipboard general libraries for any of several reasons. However, materials withdrawn from shipboard collections remain Government property and must not be disposed of except by means that are officially prescribed. Specifically such materials may not be sold, donated to, nor placed on permanent loan in non-Federal agencies, schools, or institutions, by libraries or their commands, and may not be given to any persons whether military or nonmilitary. The following is a summary of appropriate procedures to be taken by the RP:

EXCESS MATERIALS.—Current materials in sound, clean physical condition may be transferred to other naval service or military libraries at the direction of the naval regional librarian. Regional librarians and NETPDC should be advised when materials of significant value, either intrinsic or extrinsic, are to be disposed of and they will assist in locating libraries having a requirement for the materials. Prior to being declared Navy excess, books and other printed materials may be sent by appropriate means to the Library of Congress, Exchange and Gift Division, James Madison Memorial Bldg., Room LM-B03, Washington, DC 20540 in accordance with Federal Property

Management Regulations 101-46.301 and 10146.405, or passed to the nearest Defense Disposal Office for official action after being determined excess to the naval general library system by NETPDC. These should be forwarded with a turn-in document (DD 1348-1) in accordance with *Defense Disposal Manual* (DOD 4160.21 M).

WORN, SOILED, AND OBSOLETE MATERIALS.—Worn or soiled materials not fit for reissue and obsolete materials must be surveyed by the RP and physically disposed of locally in accordance with current disposal regulations. Physical destruction is preferred. These materials must not be allowed to accumulate in libraries or elsewhere.

RECORDS OF DISPOSAL.—Records of disposal need state only the number of items given or received, the activity(ies) involved, and the date and method of disposal. See *NAV-SUPPSYSCOM Manual* 25818.4b.

SHIP LIBRARIES.—Excess materials which are not sent to or exchanged with Fleet Exchange Collections must be disposed of by the RP in accordance with the information provided above, with sound, clean books normally being sent to the Library of Congress. When ships appear on the deactivation list, NETPDC, by letter, advises commands of the procedures to be followed.

FILMS.—Super 8mm films and projectors provided by NETPDC must be sent to the appropriate naval regional librarian for transfer. The need will normally not arise except through ships being decommissioned.

Decommissionings and Deactivations

Commanding officers of ships being decommissioned or deactivated will be instructed in advance by NETPDC to send general library collections and card catalogs to another activity within the general system or to the nearest exchange collection.

Prior to deactivation, an onboard visit by the naval regional librarian should be scheduled to review the library collections before shipment is made.

Where large collections are being dispersed, the naval regional librarian will identify high value or high demand items (current encyclopedias, reference materials, art books, microfilm files, indexes, naval and military history, local history files, etc.) that should be retained within the Navy. Naval regional librarians may arrange with naval service activities within the assigned geographical area to select books from such collections for their general libraries. The receiving activity is responsible for transportation arrangements.

Materials which cannot be utilized by naval libraries within the geographical region should be reported to NETPDC for instructions as to their disposition.

SIMPLIFIED PROCESSING PROCEDURES

All materials (books, magazines, tapes, etc.) procured for the shipboard general library from whatever source, must be processed—that is prepared for library use. Processing begins with the receipt of material and is complete when the material is shelved for use by patrons. Each RP working in the shipboard library needs to perform the basic processing steps described in this section to assure the proper control and use of library materials and to maintain uniformity within the General Library Program.

Processing Supplies

Some processing supplies (book card, book-card pocket, catalog cards) are centrally furnished with the books in the monthly cloth-bound distributions. Library materials received from other sources (library book stock, special requests, local procurement, gifts, etc.) do not generally include processing supplies. Each command, therefore, needs to furnish the library with a supply of the basic processing materials. Stock numbers are given for supplies available through Cog ØI inventory and General Services Administration (GSA) stock. Many of the GSA items are carried in local SERVMARTS. Consult the GSA Stock Catalogs for additional items. The RP should consult the naval regional librarian for assistance in determining quantities of supplies needed and for information on procuring materials available from library supply

houses. Materials required by the RP for processing shipboard library materials include:

- Book Cards—(NAVEDTRA 5070-1) Cog 01 Stock Number 0115-LF550-7010
- Book-Card Pockets—(NAVEDTRA 5070/2) Cog 01 Stock Number 0115-LF-050-7022
- Catalog Cards (white, unlined 3 x 5" with hole punched in bottom) GSA NSN-7530-00-491-2270
- Filing Cabinets (for card catalog and shelf-list files)

Drawer unit GSA NSN-7110-00-273-8770
Drawer unit GSA NSN-7110-00-273-8774

- Filing Guide Cards. Alphabetical A-Z (for card catalog and shelf-list files)—GSA NSN-7530-00-249-5969
- File Guide Cards, Dewey Decimal Classification series (for shelf-list file)—procure from library supply house
- File Guide Cards, Calendar, daily 1-31 (for circulation file)—GSA NSN-7530-00-861-1275
- File Guide Cards, Calendar, monthly (for circulation file)—GSA NSN-7530-00-574-7172
- Rubber Stamp, Day, Month, Year (for circulating materials)—GSA NSN-7520-00-286-5791
- Rubber Stamps: Procure locally

PROPERTY OF U.S. NAVY
NAME OF SHIP
COURTESY OF YOUR SHIP'S LIBRARY, SHARE WITH A SHIPMATE
(for use with paperbacks)

- Inking Pad for Rubber Stamps:
GSA NSN-7510-00-526-1748 black inked
GSA NSN-7510-00-526-1745 red inked
- Periodical Check-in Cards— procure from library supply house

- Plastic Book Covers—Federal Supply Schedule Group 75, Part II, Section A
- Book Spine Labels, Pressure Sensitive—procure from library supply house
- Lettering Pen and Ink (for marking book spines)—procure from library supply house
- Audiovisual Labels, Pressure Sensitive (for marking tapes, etc.)—procure from library supply house
- Library Paste or Adhesive—procure locally or from library supply house
- Magazine Binders—Federal Supply Schedule Group 75, Part I, Section A
- Continuation Sheet (Standard Form 36) GSA NSN-7540-00-634-3994
- Miscellaneous: Bookends, paste brushes, book repair materials, etc.—GSA or library supply house

NOTE: Plastic book covers and magazine binders which are easily flammable or produce thick, toxic smoke should be avoided.

Processing Mass Market Paperback

Mass market paperbacks are furnished monthly by NETPDC to ships to supplement the clothbound library collection. In library terms, these materials have a relatively short life span and are not intended as permanent material for the collection; therefore, no processing by the RP is required. In order to publicize the General Library Program, however, it is recommended that the first or last page of the paperbacks be stamped with an identification as, "COURTESY OF YOUR SHIP'S LIBRARY, SHARE WITH A SHIPMATE. " Mass market paperbacks are usually shelved by the RP in random order apart from the classified cloth collection.

Processing Clothbound and Quality Paperbacks

Information needed by the RP to process books for circulation is provided by NETPDC for books (cloth and quality paperbacks) in the

monthly book distribution and for books requested from the Library Book Stock. Books received from other sources should be processed by the RP with the assistance of the naval regional librarian. When such assistance is not available, the library officer can determine the author, title, and category (fiction or nonfiction) of a book and consult Appendices Cb and Cc, "Dewey Decimal Classification," and "Subject Heading Index" of the *General Library Manual* to assign class numbers for nonfiction books.

The 10 major Dewey decimal subject classes with an explanation of the type of material each includes are:

- 000 GENERAL WORKS: comprehensive materials giving an overview of knowledge and materials which are not included in the other major classes.
- 100 PHILOSOPHY AND RELATED FIELDS: study of the truths and principles of being, knowledge, and conduct; man's attempts to understand himself and his experiences.
- 200 RELIGION: beliefs, attitudes, practices of individuals and groups concerning nature and purpose of the universe including the worship of God or gods.
- 300 SOCIAL SCIENCES: material dealing with social activities and institutions, including governments; behavioral sciences.
- 400 LANGUAGE: science and structure of oral and written communication.
- 500 PURE SCIENCE: laws of nature.
- 600 APPLIED SCIENCE: applications of the laws of nature.
- 700 THE ARTS: fine, decorative, performing, and recreational arts.
- 800 LITERATURE: works of literature (fiction, poetry, plays, essays, etc.) and works about literature.
- 900 GENERAL GEOGRAPHY AND HISTORY: narrative and analysis of events of the distant or immediate past in the life of mankind; history and description of countries of the world; the life stories of noted people.

The following processing steps should be taken before any clothbound or quality paperback book is loaned to any crew member:

(1) Each book received should be checked against those marked on the packing list (see figure 8-3), as being shipped to the library. Discrepancies should be reported immediately as per instruction on the packing list. When

unpacking the books, later processing will be easier if the books are separated into fiction and nonfiction. Refer to the packing list to determine a book's category. Nonfiction books are listed on the list by Dewey decimal class number,

(2) Each book should be accompanied by a book card, book-card pocket, and a set of catalog cards, and should be stamped along the top edge of the book—PROPERTY OF THE

CATEGORY _____

MONTHLY DISTRIBUTION _____ 19 _____

BACKGROUND: THE BOOKS LISTED BELOW ARE PROVIDED AT NO COST TO YOUR LIBRARY. THEY WERE SELECTED AND PURCHASED BY THE NAVAL GENERAL LIBRARY STAFF, COMMANDING OFFICER, NAVAL EDUCATION AND TRAINING PROGRAM DEVELOPMENT CENTER (AG), PENSACOLA, FLORIDA 32509 (AUTOVON 922-1380) AND ARE DISTRIBUTED BY NAVAL SUPPLY CENTER, NORFOLK, VIRGINIA.

RECEIPT PROCEDURES. THE FOLLOWING ACTIONS ARE TO BE TAKEN AS SOON AS POSSIBLE.

A. PLACE A CHECKMARK (✓) FOR EACH BOOK RECEIVED AND A ZERO (0) FOR EACH BOOK NOT RECEIVED IN THE RECEIPT STATUS COLUMN. IF ANY BOOK(S) WAS NOT RECEIVED, ENTER THE LIBRARY'S MAILING ADDRESS IN THE SPACE PROVIDED AND RETURN THIS LIST OR LEGIBLE COPY TO THE ADDRESS BELOW. REPLACEMENT(S) FOR MISSING BOOK(S) WILL BE SENT IF AVAILABLE. NOTE: REPLACEMENT REQUESTS WILL NOT BE HANDLED BY PHONE.

SEND LIST TO: COMMANDING OFFICER
NAVAL SUPPLY CENTER
(CODE 101.22)
NORFOLK, VIRGINIA 23512

LIBRARY ADDRESS: _____

B. BOOK POCKETS AND CARDS AND CATALOG CARDS ARE PROVIDED FOR MOST BOOKS IN THE SHIPMENT. GENERAL LIBRARY SERVICES MANUAL CONTAINS INFORMATION AND INSTRUCTIONS ON PROCESSING AND CATALOGING MATERIALS RECEIVED.

BOOKS RECEIVED IN ERROR.

A. IF BOOKS NOT ON THE LIST OR EXTRA COPIES OF BOOKS WERE RECEIVED, RETURN THEM TO THE FOLLOWING ADDRESS:

COMMANDING OFFICER, NAVAL SUPPLY CENTER (NSC) (CODE 301.118), NORFOLK, VIRGINIA 23512

B. A MEMO LISTING THE RETURNED BOOKS SHOULD BE SENT TO NSC (CODE 101.22).

DEFECTIVE BOOKS. BOOKS WITH PRINTING OR BINDING FLAWS ARE TO BE RETURNED DIRECTLY TO THE PUBLISHER WITH A LETTER DESCRIBING THE FLAW AND REQUESTING A REPLACEMENT. DO NOT SEND SUCH BOOKS TO THE NAVAL SUPPLY CENTER.

YOUR LIBRARY SHOULD RECEIVE ONE (1) COPY OF THE BOOKS LISTED BELOW			
CLASS	AUTHOR	TITLE	RECEIPT STATUS
070	Braestrup	BIG STORY	
301.1	Read	AMERICA'S MASS MEDIA MERCHANTS	
322	Hoadley	SOLDIERS AND POLITICS IN SOUTHEAST ASIA	
327	Kaplan	THE LIFE AND DEATH OF THE COLD WAR	
327.50	Hart	THE ECCENTRIC TRADITION	
327.52	Kaplan	JAPAN, AMERICA AND THE FUTURE WORLD ORDER	
338	Vernon	STORM OVER THE MULTINATIONALS	
358	Pfaltzgraff	THE CRUISE MISSILE	
942	Verney	THE BATTLE OF BLENHEIM	
	Drury	RETURN TO THEBES	
	Fox	AMOK	
	Hall	SINKIANG EXECUTIVE	
	Lovesey	WAXWORK	
	Serling	WINGS	
	White	CLEAR FOR ACTION	

287.48(M1)

Figure 8-3.—Sample clothbound book distribution packing slip.

(3) Prepare a book card by typing the author's last name and book title on the designated lines of the book card. This information is readily available from the packing slip, the catalog cards, and the book, (See figure 8-4.)

(5) Prepare a spine label for each book. Labels for fiction books should include the letter “F” and the first three letters of the author’s last name. As desired, “SF” may be used to designate science fiction books, “ W” for westerns, and “M” for mysteries to assist patrons in identifying these types of books. Nonfiction book labels should include the Dewey decimal class number as given on the packing slip or catalog cards and the first three letters of the author’s last name. The finished label should be affixed (at a uniform height) to the lower portion of the book’s spine or the

[illegible]

OFFICIAL COPY

NAVY JENSEN, GRANT

UNIT OF NAVAL TRAINING CORPS

NAVAL DISTRICT OF PEARL HARBOR

PROPERTY OF U.S. ARMY

DAVIS ADMIRALS LOBBY

V. DAVIS

359 DAV

FOR SHELVES WITH LIP

PROPERTY OF U.S. ARMY

DAVIS ADMIRALS LOBBY

V. DAVIS

359 DAV

FOR SHELVES WITHOUT LIP

book's paper cover. Labels for books which are housed on a shelf with lips should be placed approximately 2" above the bottom of the book so the label can be easily seen. Occasionally, due to the texture of a book's binding, pressure sensitive spine labels will not adhere to the spine. In such cases, the spine identification should be printed directly on the book's spine with a library marking pen designed for this job. (See figure 8-6.)

8-16

appeal to the library and preserves vital cover illustrative and printed information to assist the library user in selecting books. When plastic jackets are not used, the information printed on the back and inside flaps of the paper cover should be pasted inside the front cover of the book. Instructions for applying plastic jackets are provided by the suppliers.

(7) Prepare catalog and shelf-list cards for each book. Each fiction book is accompanied by three catalog cards—two author cards (author is printed on the top line) and a title card (title is printed on the top line). Each nonfiction book is accompanied by at least three cards—two or more author cards and a title card. Verify that the information on the catalog cards—author

and title—matches that on the book. Temporarily set aside any book and cards which do not match. For fiction books, no additional card preparation is needed except separation of the cards for filing. Place one author card aside for the shelf-list file. Place the other author card and the title card aside for the card catalog file. For nonfiction books it is necessary to add the subject heading(s) information for the subject card(s). Subject headings are listed at the bottom of the author card by Arabic number. Each heading listed should be typed in CAPITAL LETTERS at the top of one author card. When this is completed, separate the cards for filing: one author card for the shelf-list file; one author card, the title card, and the subject card(s) for the card catalog file. See figure 8-7 for a sample

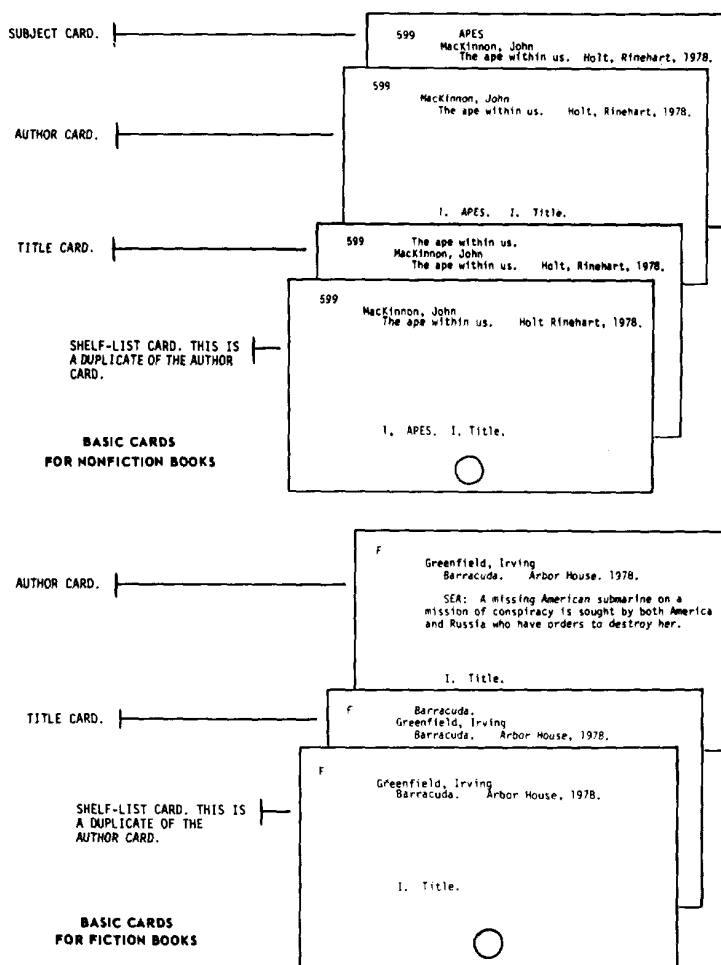


Figure 8-7.-Catalog cards.

287.98(M1)

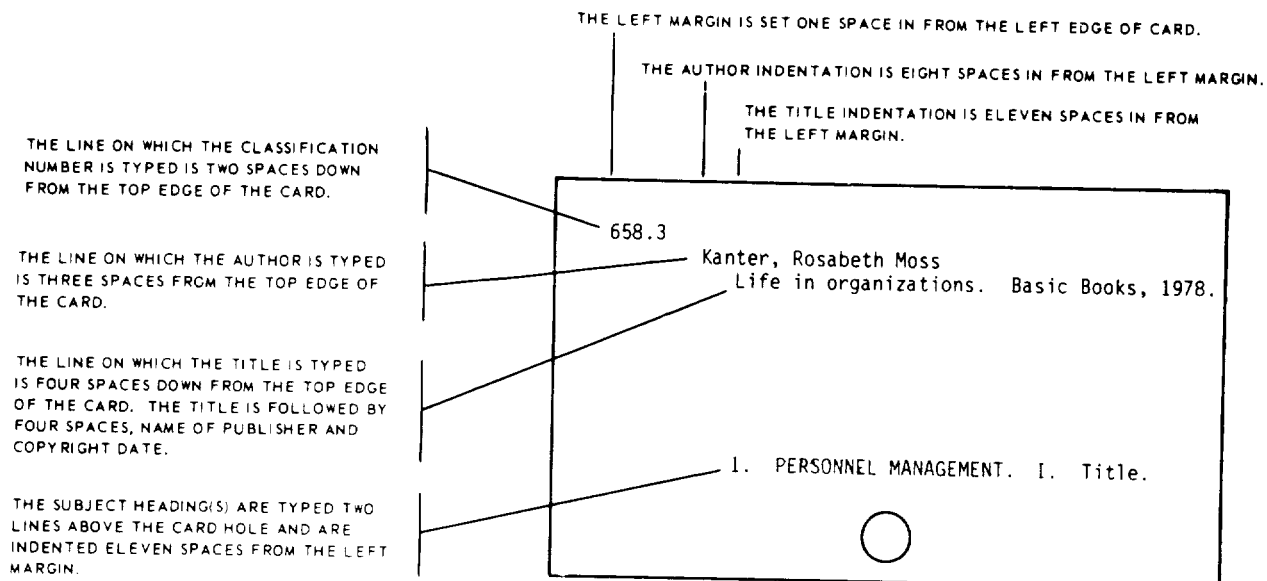


Figure 8-8.—Spacing used in preparing catalog cards.

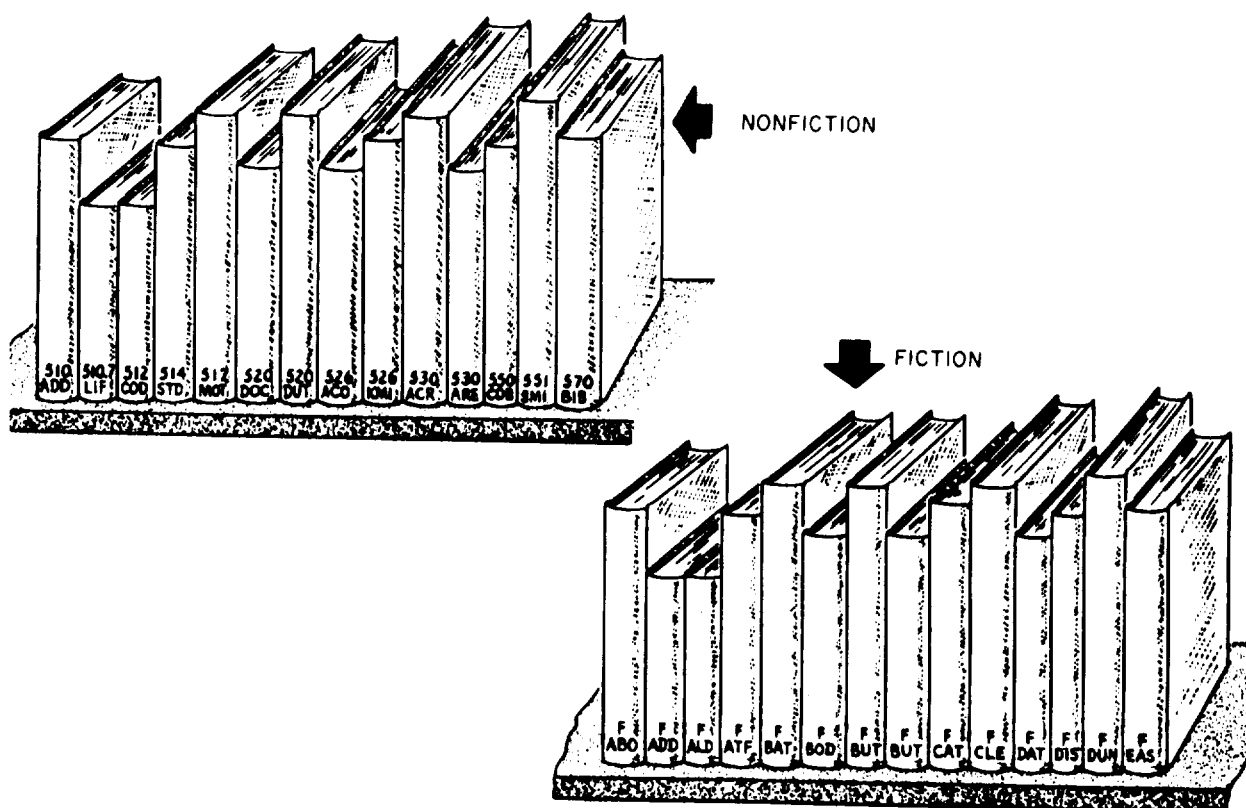


Figure 8-9.—Shelf arrangement of books.

set of catalog cards. Catalog cards should be typed for any books received without cards or with incorrect cards. Figure 8-8 shows the spacing and information to be included on these locally typed cards.

(8) The books and cards are now ready for use in the library. The final steps in making them available for use are shelving the books and filing the cards.

(a) Shelving. Fiction books are shelved alphabetically by the author's last name; nonfiction books are filed in numerical order by the Dewey decimal class number. (See figure 8-9.) Shelving is facilitated by referring to the book's spine label. Whenever possible one shelf in the library should be set aside to display the new books received and processed each month. Additionally posting a copy of the packing slip in the library and/or publishing a list of processed books in the POD will keep the crew informed about new library books.

(b) Filing catalog cards. The card catalog (see figure 8-10) is the patrons' index to the library collection. It lists each book in the library by author, title, and also by subject for nonfiction books and gives the shelf location for each book in the upper left-hand corner of the card. The card catalog should be located so that it is readily available to library users. All catalog cards—author, title, and subject—are interfiled alphabetically as shown in figure 8-11. Catalog cards are to be filed when the processed book is put on the shelf. In no case should the cards be allowed to accumulate for filing since they are of no use to patrons until they are filed.

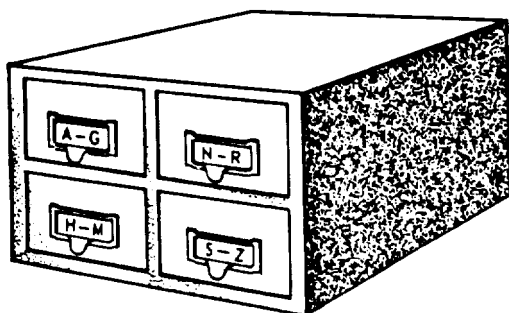


Figure 8-10.—Sample card catalog file,

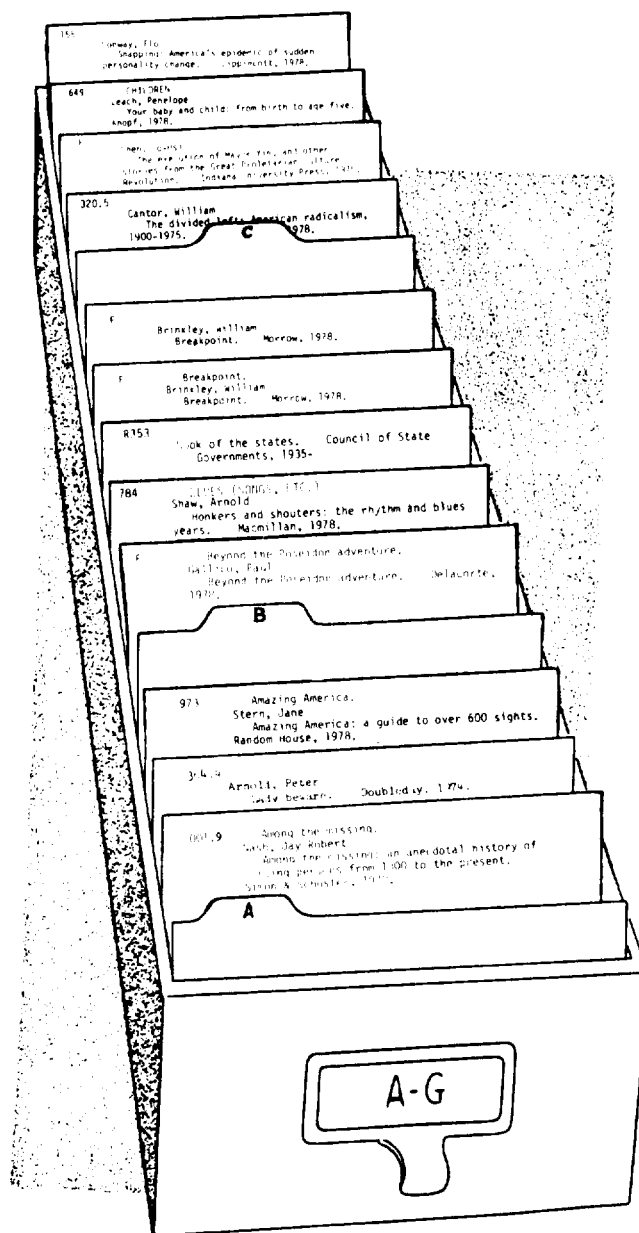


Figure 8-11.—Alphabetical arrangement of card catalog files.

(c) Filing shelf-list cards. The shelf list (see figure 8-12) is the official record of the library's holdings. It contains one author card for each book in the collection. The shelf list is not for patron use and should be kept in a secure place. Shelf-list cards for fiction books are filed

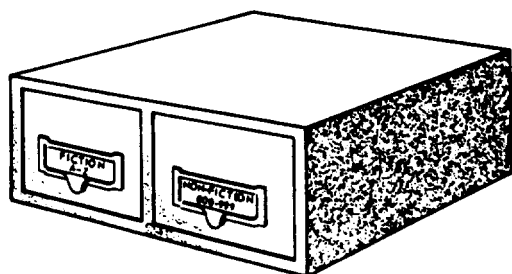


Figure 8-12.—Sample shelf-list file.

alphabetically by author (see figure 8-13), and nonfiction books are filed numerically by class number (see figure 8-14), in the order in which the books are shelved; therefore, it is called “shelf list.” Shelf-list cards are to be filed when the processed books are shelved and are not to accumulate for later filing.

(d) Magazines and newspapers, Magazines and newspapers should be logged in to ensure that all issues are received. Materials should be stamped with the ship’s property stamp. Binders can be procured to protect magazines

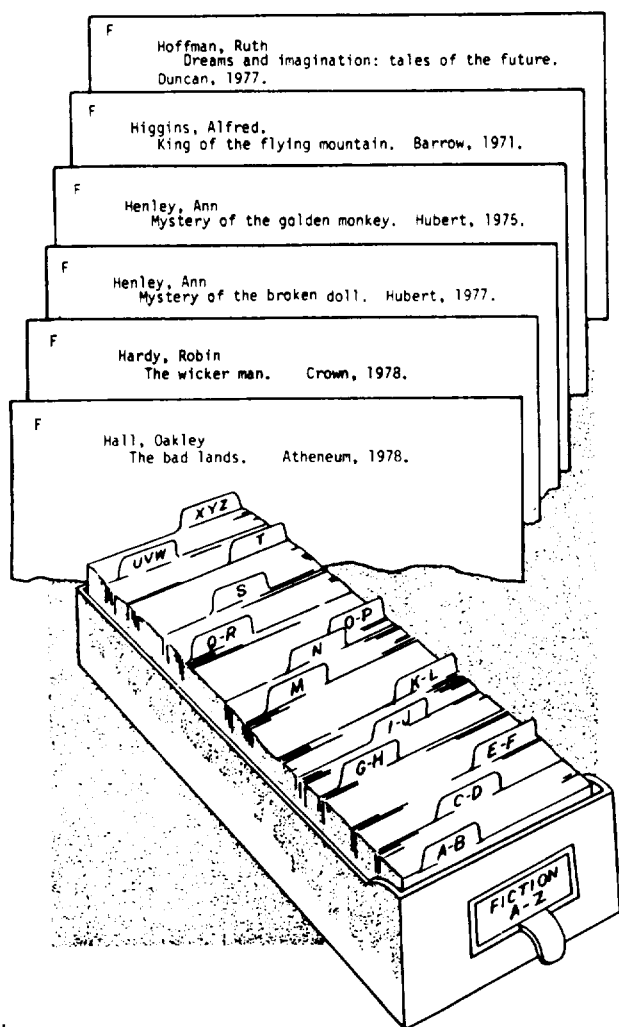


Figure 8-13.—Alphabetical arrangement for fiction shelf-list cards.

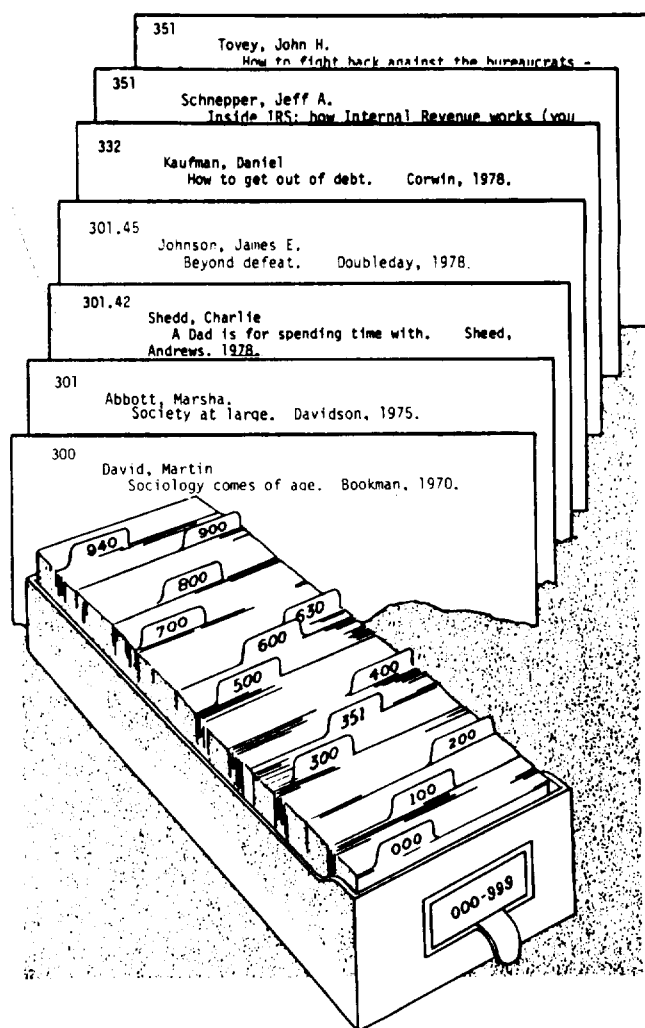


Figure 8-14.—Numerical arrangement for nonfiction shelf-list cards.

during their display and use. Special magazine and newspaper racks are recommended for displaying these materials.

(e) Tapes. Tapes requested from NET-PDC are shipped with an itemized packing list. Receipt and verification of tapes must be carried out in accordance with the NETPDC Letter of Instruction which is forwarded to the ship. A library inventory log must be maintained for tape collections. Each tape should be assigned a number (1, 2, 3, 4, etc.) and inventoried in the log by number with performer, title, and date of receipt information. (See figure 8-15.) Property marking of tapes is difficult due to their form. Audiovisual labels are available from library supply houses. Some cassettes can also be marked with library lettering pens or electrical styluses. No additional processing is needed for tapes to be used solely in the library. Libraries which loan tapes for use in other ship spaces should prepare a book card for each tape. The card should list the tape's number, performer, and title. Tape cards should be kept on file by tape number in the tape cabinet. (See figure

NUMBER	PERFORMER - TITLE	DATE RECEIVED	DATE SURVEYED
1	CHICAGO - CHICAGO X	3-1-77	
2	MANGIONE - ALIVE	3-1-77	
3	MOZART - SYMPHONY #24	3-1-77	
4	MONTOVANI - AMERICAN ENCORES	3-1-77	
5	COSBY - FAT ALBERT	4-20-77	
6	MORRICONE - EXORIST II: HERETIC	4-20-77	7-4-78
7	POE - FALL OF THE HOUSE OF USHER	4-20-77	
8	PARTON - DOLLY	6-3-77	
9	CHER - GREATEST HITS	6-3-77	
10	SMITH - GOLDEN GUITAR	7-10-77	
11	ANITA KERR SINGERS - HOLIDAY	7-10-77	
12	ROLLING STONES - BLACK & BLUE	7-10-77	
13	TWITTY - COUNTRY	1-3-78	

Figure 8-15.—Tape inventory log.

Rolling Stones		Tape # 12
Black and Blue		Author
DATE DUE		BORROWER'S NAME, RANK OR RATE - DIVISION OR UNIT (Please print)
4 OCT 1977	JOHN JONES, LT. OPS.	
NAVEDTRA 5070/1 S/N 0115-LF-050-7010		

Figure 8-16.—Card for tape checkout.

8-1 6.) Tapes are stored by log number in secured cabinets. The library should post a list of tapes available. The list may be a copy of the log record.

SIMPLIFIED CIRCULATION PROCEDURES

Library materials are placed in the ship's library to be used. Circulation procedures and policies are established to govern the use of materials by personnel. Their function is to assure equal access to and fairness in the use of all materials.

Loaning Materials

A controlled "take one, leave one" system of circulation for mass market paperbacks is recommended. Worn and obsolete mass market paperbacks should be physically disposed of

locally by the RP. Normal restocking of mass market paperbacks occurs through the monthly distribution. Prior to extended deployment, a ship can request a special issue of paperbacks from NETPDC to ensure stocking of the paperback exchange collection during the deployment.

Loaning Clothbound Books

The usual loan period for books in the general library collection is 2 weeks with an option for renewal. Reference books are for use solely in the library and, therefore, do not circulate.

CHECKOUT PROCEDURE.—The borrower removes the book card from the book and prints name, rank, and division on the card. The date due (day, month, year) is stamped on the book card and book pocket. The book card is filed alphabetically by the author's last name behind the due date in the circulation file. (See figure 8-17.) Reference books are to be used only in the library. Frequently, to control the use of expensive and highly popular reference books, such as car manuals, they are shelved at the library attendant's desk and are signed out for use in the library. In such cases, the book card is not stamped with date due and filed in the circulation file. Instead the current date and

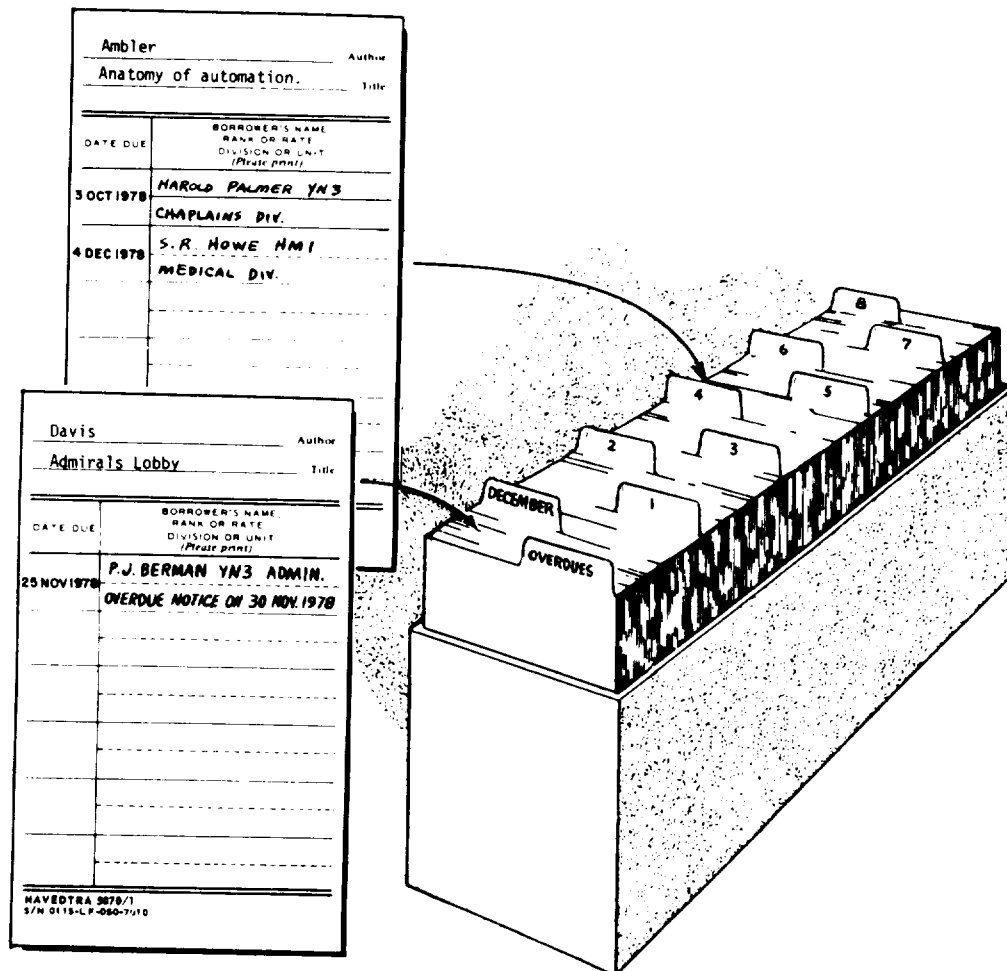


Figure 8-17.-Checkout records.

time is entered on the book card along with the borrower's name, rank, and division. The library attendant keeps the card and assures that the book is returned to him before the user leaves the library.

CHECK-IN PROCEDURE.—The library assistant notes the date due on the book pocket of the returned book, locates the book card in the circulation file, and replaces it in the book pocket. If the book card is clipped, the assistant notifies the individual waiting for the book that it is available. If no reserve is registered, the book is placed in its proper place on the shelf.

RESERVE BOOKS.—The important service of reserving for a prospective reader a book that is on loan to another person can be done by the RP with relative ease. On a 3 by 5 card, note the author and title of the book, the requestor's name, rank, division, and the date of the request. Locate the book card for the reserved book in the circulation file and attach the 3 by 5 request card to the book card with a paper clip. When the requested book is returned, its reserve status will be readily evident upon locating the book card. Notify the requestor that the book is now available.

RENEWAL.—If a borrower wishes to extend the loan period for a book, the library assistant will first make sure that no one has reserved the book in question. Books on reserve will not be renewed. If no reserve is on file, the book card is filled in again by the borrower—name, rank, division—and a new due date is stamped on the card and the book pocket. The book card is filed under the new due date. A book should not be renewed verbally; books must be brought to the library for renewal.

Magazines and Newspapers

Magazines and newspapers generally are not checked out, but are for use in the library. If, however, suitable arrangements can be made, back issues of magazines maybe loaned. A card to identify the magazine (see figure 8-18) is prepared. The borrower should print name, rank, and division on the card, the card and front cover of the magazine are stamped with

the due date, and the book card filed behind the date due in the circulation file. Loan periods for magazines should not exceed 1 week.

Tapes

Tapes borrowed solely for use in the library may simply be logged in and out by the RP. The tape log should list tape number, name, rank, and division of borrower; and date and time borrowed. When the tape is returned, the time is logged in by the RP and the tape is refiled in the cabinet according to its number.

Tapes borrowed for use in other spaces aboard ship are checked out as a book. The borrower should print name, rank, and division on the tape card. The date due (day, month, year) is stamped on the card which is then filed in the circulation file alphabetically by performer behind the date due. Loan period for tapes should not exceed 3 days. Check-in for tapes is handled the same as for a book except that the card is replaced in the card file in the tape cabinet.

TIME MAGAZINE. 10 December 1977	
4 JAN 1978	JOHN ASHLEY, YN3 ADMIN.

Figure 8-18.—Checkout card for magazines and other non-book materials.

INTERLIBRARY LOAN POLICIES

The Religious Program Specialist should understand interlibrary loan policies and procedures. Interlibrary loan and borrowing is a procedure for meeting needs of library patrons arising from serious research and study which cannot be met from the library's collection or via the acquisition procedures of a library. The procedures are for the exchange of materials between libraries. The borrowing library is completely responsible for the prompt, safe return of materials to the loaning library. The loaning library sets the conditions of the loan in terms of length, place of use such as "in library only," means of providing the material whether in the original or by a copy, means of mailing or shipping including requirements for registration, certification, or insurance, and means or procedures of reimbursement for costs incurred. Naval general library policies and procedures generally follow the Interlibrary Loan Codes of the American Library Association and of the Federal Library Committee.

Interlibrary Loan and Photocopy Request forms (SF 162) must be used in interlibrary transactions. Forms are available in GSA stock or may be purchased from commercial library supply sources.

Copyright provisions relating to requesting and providing photocopies of copyright materials must be adhered to and appropriate records of requests for and receipts of photocopies must be maintained. Action to acquire materials in steady demand must be taken as need is indicated by records of photocopy requests and receipts.

Restitution must be made by the individual borrower via the borrowing library as dictated by the lending library for lost, damaged, or destroyed materials and, when other arrangements are not possible, for the costs of photocopies, shipping, mailing, etc. Failure of individuals to meet their obligations does not relieve the borrowing library of its responsibility to the lending library.

NAVY AUXILIARY LIBRARY SERVICE COLLECTIONS (ALSCs)

Unlike interlibrary loans, the ALSCs provide materials directly to members of the naval service on personal letter request. The materials in ALSCs are primarily books which are of timely significance to naval service personnel for their intellectual and professional growth and development. Usually the books have been reviewed or otherwise highlighted in such professional journals as the NAVAL WAR COLLEGE REVIEW or the PROCEEDINGS OF THE U.S. NAVAL INSTITUTE. Many books in ALSCs are also available in larger activity libraries. However should a book not be available locally, it may be borrowed from an ALSC.

To borrow a book (or books) individuals should write a personal letter to the appropriate ALSC. ALSCs are located in the following locations and provide mail borrowing service to the geographical areas stated:

AREA OF SERVICE

East and Gulf Coast Caribbean and South Atlantic, Middle West, North Atlantic, Europe, Mediterranean, and Middle East	Commanding Officer Naval Station (FOR STATION LI- BRARY, BLDG. C-9) Norfolk, VA 23511 (FOR: AUXILIARY LI- BRARY SERVICE COL- LECTION)
West Coast and Alaska	Commanding Officer Naval Station, Box 15 (FOR STATION LI- BRARY, CODE 10, BLDG. 152) San Diego, CA 92136 (FOR: AUXILIARY LI- BRARY SERVICE COL- LECTION)
Hawaii, Western Pacific, and all other Asian and Indian Ocean locations	Commanding Officer Naval Station (FOR STATION LI- BRARY) 1514 Makalapa Drive Honolulu, HI 96818 (FOR: AUXILIARY LI- BRARY SERVICE COL- LECTION)

Loan periods are normally 30 days from the date of receipt of books by borrowers. Renewals may be requested and will be granted if other requests for the books are not on file. Requests for renewal should reach the ALSC prior to the expiration of the loan period. Borrowers are responsible for the care of materials, for their safe return, and for the reimbursement of the Government for lost, damaged, or destroyed materials.

SHIPBOARD LIBRARY RESOURCE MANAGEMENT

Religious Program Specialists must be able to manage shipboard library resources effectively. Effective library resource management can achieve maximum utilization of library spaces, equipment, facilities, collections, staff, and funds in military situations where change is a constant factor. Planning at all levels for library development should reflect both short- and long-range objectives, budget cycles, changes in activity mission and logistic support responsibilities, departmental-wide programs, and advances in professional library technology, materials, and services.

Management Records

To ensure the effective use of library staff, to assist in establishing library program priorities, and in developing library collections and services, reliable data are required for the analysis and evaluation of library functions and internal controls. Such data should be current and available for required management reports.

SHIPBOARD LIBRARY RECORDS.—Commands afloat are encouraged to require regular management reports on operations and use of ship general libraries. Regional librarians assist in establishing necessary reports, records, and files. Basic simplified records and files for library operations and for managing library resources include:

- Catalogs and inventory lists of library materials in the collection (see Chapter 9 of the *General Library Manual*).

- Card shelf list of library materials (hard-bound books, audiovisual materials) constituting the official inventory record of a library collection.

- Circulation records for library materials.

- Records of magazines and newspapers ordered and received.

- Copies of *Naval General Library Manual* (NAVEDTRA 38021), and a file of the Naval General Library Services News Memorandum.

- Files of technical guidance visit reports and other correspondence from the naval regional librarian, CNET, and NETPDC.

- Copies of stock and special order requests for library materials.

- Local ship's library directive.

SHIP LIBRARY FACILITIES

The library officer and the RP have a major role in the development of attractive, functional library facilities. Assistance in this area may be provided by naval regional librarians.

The library should provide secure facilities for the library's collections, adequate space for processing and administering the library's resources, and pleasant and comfortable seating, study, listening, and viewing areas for library users.

Shipboard Libraries

The importance of libraries aboard ships has been officially recognized since the early 1800s. Today, the Department of the Navy through habitability baseline criteria for all new ship designs and for major ship conversions and through habitability improvement programs to upgrade library facilities on existing ships is establishing guides for the physical layout and equipping of shipboard libraries. The intent is to encourage better use of available space and to promote the library as a multimedia learning center.

Requirements for shipboard libraries for new ships are included in NAVSHIPS 0902-001-5000, General Specifications for Ships of the U.S. Navy. Details on plans for libraries of newly constructed/converted ships are given in OPNAVINST 9330.5 series, Environmental Control Standards "Habitability y Baseline Design Criteria."

Hab Hints (NAVSHIP Pub 0900-007-8010) and Navy Shipboard Furniture Catalog (NAVSEA 0933-LP-005-5050) include details

for library planning, ship's library layout, and library furnishings. Sketches and suggested arrangements for ships' libraries of various sizes are included in Appendix Db of the *General Library Manual*.

Ship's Library Size

Afloat library space will vary with a ship's type, class, and hull layout. The following table should be used as a guide to minimum standards for a ship's library area, seating, and shelving.

Ship's Library Minimum Criteria Library Area, Seating, and Shelving

Ship's Complement*	Area (Sq. ft.)	No. of seats	Linear feet of vertically adjustable shelving** (books and periodicals)
Under 150	as Available	as Available	50 to 60
151 - 299	100	5	60 to 80
300 - 450	145	6 - 10	80 to 110
451 - 1,000	260	10	115 to 225
1,001 - 1,350	300	12	230 to 300
1,351 - 1,750	350	15	305 to 400
1,751 - 2,000	500	18 - 30	405 to 450
over 2,000	1,200	35 - 50	up to 2,000

*In determining library area, seating, shelving requirements, include flag staff, air squadrons, embarked personnel, etc.

**Based on minimum initial collections of 1.5 hardbound books per uniformed billet. Shelving standards for hardbound collections allow seven books per running foot of shelving for clothbound books. Periodical shelving, paperbound display, and storage for audiovisual materials are additional.

Ship's Library Location

Where options are available, the following requirements should be met:

(1) Locate the library as far as possible from areas having high noise levels, such as machinery spaces, galleys, directly under flight decks, etc.

(2) Ship's library should not be adjacent to heat-producing spaces such as uptakes and firerooms.

(3) The library should be located for convenient access by all the crew, preferably near ship's store and other personal services areas.

(4) Library locations not too far forward or aft amidship are preferred to minimize the effects of ship motion.

Internal Arrangement of the Library

The following factors should be considered in planning the library layout:

SEAT ORIENTATION.—For small, unstabilized ships having pronounced rolling tendencies, seats should be oriented so that personnel face forward or aft. On large ships; i.e., tenders, aircraft carriers, seat orientation is optional.

BOOKSHELF ORIENTATION.—Shelves should face forward or aft to lessen the tendency for books to be ejected by roll.

CIRCULATION DESK.—The library attendant's desk should be placed at the library's entrance and should allow a view of as much of the library as feasible.

WORK AREA.—A closed-off area with small worktable, supply cabinet, etc., should be provided for the book processing, etc.

Technical Requirements

Library air-conditioning, ventilation, humidity, the lighting system, and noise and vibration levels must conform to standards specified in OPNAVINST 9330.5 series, Environmental Control Standards; NAVSEA Pub

0964-000-2000, Lighting on Naval Ships; and NAVSHIPS 0902-001-5000, General Specifications for Ships of the U.S. Navy.

Furnishings and materials used in outfitting ships' libraries must conform to military standards approved for the safety of combustible habitability materials. See the list of acceptable materials for habitability improvements, Appendix 1 to NAVSHIPS Pub 0900-007-8010, "Hab Hints"; NAVSEA 0929-002-7010, Shipboard Color Coordination Guidance Manual; and NAVSEA 0933-LP-005-5050, Shipboard Furniture Catalog.

Suspended ceilings should be provided in the library and bulkhead sheathing in areas not covered by bookshelves. Sheathing and ceiling must conform to NAVSHIPS 0902-001-5000, General Specifications for Ships of the U.S. Navy.

Considerations of color dynamics and color coordination should be met as indicated in OPNAVINST 9330.5 series. Color schemes should be selected from NAVSHIPS Pub 0978-000-1000, NAVSHIPS Pub 0933-008-0010 (for submarines), and NAVSEA 0929-002-7010, U.S. Navy Shipboard Color Coordination Guidance Manual. Also adequate security for library collections and equipment should be provided.

Ships' Library Equipment and Furnishings

Carpeting of acceptable safety material (MILSTANDARD 1623) should be installed in the library. Curtains and draperies of acceptable safety material are decorative, dampen noise, and should be selected as part of the color dynamics scheme of the library. Library shelving, adjustable vertically, should be 8" to 10" deep, with some 12" shelves for oversized books. No unsupported span of shelves should be over 3 feet long. A list of equipment useful in ships' libraries is given in Appendix Dg of the *General Library Manual*.

Library Planning Assistance

Design offices at most naval shipyards and regional offices are available for consultation.

Naval regional librarians, located at Groton, Norfolk, Charleston, San Francisco, San Diego, and Pearl Harbor, have catalogs of standard library equipment and furnishings and will assist with library layout and planning.

LIBRARY SUPPLIES AND EQUIPMENT

Supplies and equipment for general libraries are procured from local funds available to the command.

Library Equipment

A basic equipment allowance list for general library operation is given in Appendix Dc of the *General Library Manual*. To assure a functional and efficient library, nonstandard library equipment must be avoided, particularly for shelving, card catalog cases, and circulation desks.

An annual library buyer's guide published each year in the LIBRARY JOURNAL includes a Product Directory and a Suppliers Directory. This guide should be consulted for current commercial library sources of library supplies and equipment. Catalogs from commercial library supply houses should be used to establish specifications and descriptions for required items.

The Federal Supply Schedule Group 71, Part XIII, Sections A and B, a mandatory multiple award schedule, covers many items of library furniture and shelving, both wood and metal. Consult the contractors' catalogs and price lists for details on costs, delivery terms, warranties, etc.

Other Federal Supply Schedules covering items pertinent to library operation are listed in Appendix De of the *General Library Manual*

Library Supplies

Many general office supplies are available through the Navy and Marine Corps supply systems and through General Services Administration stores stock. For information on GSA stores stock and a list of general Government supplies useful for libraries, see Appendix Df of the *General Library Manual*.

Library forms (i.e., library book cards and book pockets, etc.) DOD, and standard forms useful in libraries in the Navy publications and forms system (Cog 01) or in the GSA stock system are also listed in Appendix Dg of the *General Library Manual*. These forms are procured in accordance with NAVSUP Pub 2002 series for Navy libraries.

Special library supplies and forms not in general use (e.g., labels, book repair materials) are procured from commercial library supply sources.

Hours of Library Operation

Library operating schedules must include adequate evening and weekend hours to assure military personnel access to library collections and services. However, ships' library operating schedules will vary. Daily, regularly scheduled, and posted hours are recommended.

Criteria for Library Service

All aspects of library service are designed to facilitate the use of resources, to remove barriers, to invite use, and to guide reading and education toward the goals of the individual. The normal services of the library include the following:

- Well-organized collections of materials, classified, cataloged, and arranged for convenient use.

- Loan of materials and interlibrary loan arrangements as required.

- Information services designed to locate facts as needed,

- Guidance to individuals in the use of reference, professional, educational, and recreational material.

- Assistance to the command and to military community organizations in locating and using materials for professional development, program planning, and other organizational needs and projects.

- Stimulation of use and interpretation of materials through publicity; display; reading lists; book talks; book, music, and film discussions; etc., either in the library or at meetings of shipboard organizations.

- Provision of bibliographic information on books and other materials.

FUNDING FOR SHIPBOARD LIBRARIES

Religious Program Specialists must be aware of how shipboard library operations are funded. The Navy's General Library Program is supported by NETPDC with centrally managed appropriated funds, and with local appropriated funds provided by naval activities. Navy shore activities may not use nonappropriated funds for any general library purpose, but afloat commands may request waivers from Commanders in Chief, Atlantic or Pacific Fleets as appropriate, to pay off-duty library attendants with nonappropriated funds.

Naval general libraries are identified as a special expenditure item in the command budget: cost account code 9964 (see *NAV-COMPT Manual* 024640). Librarians and library officers coordinate with fund managers in preparing local library budget estimates and justification to be submitted as part of the normal budgetary requests.

An outline of funding responsibilities for shipboard libraries is provided in figure 8-19.

Responsibilities of Commanding Officers for the Procurement of Books and Other Library Materials

Local funds are needed in some areas of library collection development. Commanding officers provide ship general library collections and facilities as needed to assure sound programs of off-duty education. The general library's function is to provide for reference needs and for the depth and scope in collections needed to enrich and extend the learning experience.

BOOKS.—Commanding officers are responsible for the development and expansion of

initial shipboard collections. Commanding officers are supported by NETPDC in this area. Procurement of books required to provide a well-rounded general library program which are not available from NETPDC will be funded locally.

OTHER LIBRARY MATERIALS.—Magazine and newspaper subscriptions, professional journals, loose maps, sheet music, art prints, catalogs, pamphlets, etc., to meet local requirements are procured with local funds.

TECHNICAL SUPPORT VISITS

Religious Program Specialists must understand how and why technical support visits for shipboard libraries are made. SECNAVINSTS 5070.3 and 5400.14 establish the basic relationship between CNET and commanding officers of ships where general libraries are located. Specifically, in the area of material support and professional guidance, CNET is responsible for the technical support which is provided directly to activities, keeping the chain of command informed as appropriate.

Technical support visits are normally made by naval regional librarians acting as field agents of CNET. Technical support visits assist commands in areas of library administration and management, training and use of personnel, collection development, improvement of services and programs, and similar related purposes.

Technical support visits do not normally result in written reports. Oral reports and discussions with activity personnel of visit findings may be followed by memoranda for the record if there are areas of agreement or concern to be implemented or resolved. Written reports and memoranda will normally be submitted only to the visited command and not to commands at higher echelons, nor to other technical offices, bureaus, etc., unless very serious problems are found to exist.

Predeployment Schedule

120 days before deployment:

Schedule an onboard assistance visit from the naval regional librarian to review the library

materials collections and library operating procedures, (Naval regional librarians are stationed at Groton, Norfolk, Charleston (also serves Mayport), San Diego, San Francisco (also serves Seattle-Bremerton), and Pearl Harbor.)

Call in all overdue library materials and arrange books on shelves in accordance with *Naval General Library Manual* (NAVEDTRA 38021).

Assist the naval regional librarian in examining library collections and determining library needs.

Locally dispose of worn, soiled, obsolete library materials unfit for reissue.

90-60 days before deployment:

Review magazine collections to ensure that all subscriptions are being received and checked in. Report nonreceipt.

Prepare and forward to the Commanding Officer, Naval Education and Program Development Center, (Code AG), Pensacola, FL 32509 via official letter, requests for hard-bound fiction and nonfiction books. The regional librarian can assist.

Submit official letter request to the Commanding Officer, NAVEDTRAPRODEVCE, for paperbound collection replenishment.

Submit requests for audio library materials to NETPDC.

If supplies are low, requisition the following library forms from the nearest Cognizance 01 stocking point in accordance with NAVSUP Pub 2002 series. Report to NETPDC any problems in securing library forms.

- (1) Book Card (NAVEDTRA 5070/1), Stock No. 0115-LF4I50-7010.
- (2) Book-Card Pocket (NAVEDTRA 5070/2), Stock No. 0115-LF-050-7022.

Check and requisition needed library office supply items from GSA supply system. (See Appendix Df of the *General Library Manual*.)

To improve the appearance of the library collection obtain:

(1) Plastic book jackets—see Federal Supply Schedule, Group 75, Part I, 10-1/2" x 13-1/2" magazine size—NSN-7510-00-202-9340.

30 days before deployment:

Process and prepare for circulation, library materials forwarded from the appropriate Naval Supply Center.

APPENDICES

Refer to Appendix A for procedures regarding the establishment of the religious music library.

Refer to Appendix B for a simplified outline of basic library procedures. This appendix outlines

- Charging books
- Receiving books
- Shelving and filing
- Locating books
- Processing new materials
- Reserving books
- Interlibrary loans

